



## Italian Association Amici di Raoul Follereau (AIFO) – AIFO-Liberia

### Vacancy Announcement No. 115/21

Issued on: 13 October 2021

Deadline for Application: 31 October 2021

#### Position Title: Field Support Officer (National position)

AIFO Liberia is seeking to fill the role of Field Support Officer to support our team at the Regional Office in Ganta, Nimba County.

Qualified women and men with disabilities are strongly encouraged to apply.

#### AIFO Liberia

The Italian Association Amici di Raoul Follereau (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focuses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, Republic of Liberia; accreditation number 0094.

#### About the Role

This is a 1-year contract, with a 3-month probation period and with the possibility of renewal.

#### Objectives

The Field Support Officer assists the Regional Coordinator and Field Coordinator with all day-to-day operations of the regional office. The Field Support Officer will focus on all field activities by working in close collaboration with other field staff to ensure that all AIFO Liberia project activities are implemented in a coordinated manner.

S/he will be based in Ganta and will refer to the Regional Coordinator. S/he works in collaboration with the Field Coordinator and Community Workers.

#### Main responsibilities are (but limited to):

1. Provide assistance to AIFO Liberia's country program, projects and its project team from the Regional Office with regard to the planning, implementation, monitoring and reporting of all project activities at regional level.
2. Support the Regional Coordinator with the effective management of the Regional Office and Satellite Office in Lofa County.
3. Assist with the coordination and collaboration with the stakeholders at field level (Self Help Groups, Disabled People Organisations, Civil Society Organisations, County officers, village and traditional leaders).
4. Assist with the representation of AIFO Liberia and AIFO projects with local, national, and international partners at county level

5. Assist with the implementation of communication and visibility actions in compliance with AIFO Liberia Communication Strategy and Project Communication and Visibility plans and donors' guidelines

**Requirements to achieve role's objectives:**

- High school diploma or equivalent
- Completion of a formal, industry-specific training program (TVET) or other diploma
- At least 2 years of demonstrable experience in a similar role, preferable with INGOs working in development programming with knowledge of project cycle management
- Working knowledge of MS Office packages (Excel, Word, PowerPoint) and other relevant computer applications
- Excellent English written and verbal communication skills
- Able to adapt to changing program priorities and emergency priorities that may arise
- Good planning and organizational skills coupled with problem-solving capabilities
- Hands-on community mobilization skills
- Ability to work independently and as part of a team; well organized, and able to prioritize multiple tasks
- Excellent interpersonal skills; Ability to work in a multi-cultural environment with (inter)national partners; Flexible and able to handle the pressure

**HOW TO APPLY**

To apply, send your CV, a cover letter detailing how you meet the job specification and three references to [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com) indicating in the subject of the email: AIFO Liberia Field Support Officer – No.115/21

We apologise in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).